

Vestry Minutes  
Trinity Cathedral  
January 27, 2010

Mr. Lee Ayers\*  
Mrs. Elizabeth Beal\*  
Mrs. Mary Belser, Senior Warden \*  
Mrs. Elizabeth Clark, Clerk\*  
Dr. Bob Crooks\*  
Mr. Gene Dinkins  
Mr. Howard Duvall\*  
Mr. Brett Frantz, Junior Warden\*  
Mrs. Nancy Holt  
Mr. Mark James\*  
Mrs. Emily Moses\*  
Mr. Wade Mullins\*  
Mrs. Sandra Owens\*  
Mr. Buddy Roth\*  
Mr. Tom Runge\*  
Mr. Kirby Shealy, Past Senior Warden &  
Chancellor \*  
Mrs. Helen Taylor\*

Mr. Jim Smith, Treasurer\*  
Mrs. Mary Weston\*  
Mrs. Kent Wolfe  
Mrs. Kaki Zeigler\*  
Ex Officio:  
Mrs. Hiller Davenport, DHC President\*  
Mr. Vance Bettis, Trinity Foundation  
President\*  
Clergy:  
The Reverend Joye Cantrell \*  
The Reverend Charles Davis, Jr.  
The Reverend Charles Davis, Sr.  
The Very Reverend Dr. Philip Linder \*  
The Reverend Bob Riegel \*  
Canon Staff:  
Mr. Roger Hutchison\*  
Dr. Jared Johnson  
Mr. Brian Silldorff\*

The meeting was called to order and Dean Linder opened with a prayer. Dean Linder welcomed new Vestry members Mrs. Emily Moses, Mrs. Elizabeth Beal, Mr. Tom Runge, Mr. Howard Duvall, Mr. Gene Dinkins (not present), and Dr. Bob Crooks.

The Minutes of the November 21, 2009 Vestry meeting were approved.

**Dean's Report – Dean Linder**

Dean Linder called upon Nominating Committee Chair Mr. Kirby Shealy who reported that the election of Mr. Brett Frantz as Junior Warden created an opening on the Vestry. Mr. Shealy explained that the By-Laws are silent on this situation, therefore, it is the prerogative of the Vestry to fill the opening. Mr. Shealy presented the name of Mrs. Joan Danforth from the Nominating Committee to fill the remaining two year term of Mr. Brett Frantz. He noted that he had obtained Mrs. Danforth's consent to be nominated. The motion was seconded and unanimously approved by the Vestry. Mr. Shealy will notify Mrs. Danforth that she has been elected to the Vestry.

Dean Linder placed the name of Mrs. Elizabeth Clark for election as Clerk of the Vestry and it was approved by acclamation.

Dean Linder placed the name of Mr. Jim Smith for election as Treasurer of the Vestry and it was approved by acclamation.

Dean Linder announced that Mr. Ken Childs has resigned as Chancellor of the Vestry after many years of faithful service. Dean Linder explained that the Dean has the prerogative to appoint a Chancellor and he has appointed Mr. Kirby Shealy as Chancellor of the Vestry.

On a separate matter, Dean Linder further explained the notification that the Vestry received by email that the Cathedral would not be ready for reentry by the time of the Bishop's Consecration service on May 22, 2010. He recounted that Mr. Wilson Farrell reported to the Executive Committee that the intricate work being done in the Cathedral's renovation requires more time and that a mid-September date of reentry would be reasonable. No weddings will be scheduled in the Cathedral until after mid-September. Dean Linder reported that Mrs. Janie Godbold has agreed to chair a committee to plan the parish celebration of the reentry into the Cathedral.

On a similar matter, Dean Linder reported that Dr. Walter and Mrs. Nela Edgar have agreed to co-chair the Bicentennial Celebration of the Cathedral which will begin in October 2012. The Bicentennial Celebration will be a year-long celebration of the Cathedral's founding and will have the theme of Mission and Outreach since that has been such a vital part of Trinity's two hundred year history.

#### **Senior Warden's Report – Mrs. Mary Belser**

Mrs. Belser's report is attached to these Minutes as Exhibit A.

On a separate matter, Mrs. Belser asked Mr. Tom Runge to report for St. Lawrence Place. Mr. Runge explained that St. Lawrence Place (SLP) under the current board has been able to make dramatic and fruitful progress at SLP including the ongoing major apartment and facility renovation. This renovation has a total cost of just under \$1 million and SLP has secured through grants and a no-interest 30 year loan, approx \$825,000 and raised through private donations another approx \$80,000. The short fall is just \$93,000 to complete the project. The board of SLP is requesting that the Trinity Foundation release \$93,000 from the Trinity Housing endowment to finalize the project. Timing is important so that while the workers are on site, they can finish the project within the budgeted amount. Mr. Vance Bettis added that The Trinity Foundation is comfortable with this request based on the due diligence Foundation board members performed, the case made by SLP and desire to strengthen the ministry. He reported that The Foundation is open to receive a directive from the Vestry to make the funds available. The current balance in the SLP fund is \$327,000. A motion was made and seconded to release \$93,000 from the Trinity Housing Endowment of The Trinity Foundation to St. Lawrence Place for the completion of their facility renovation. The motion was unanimously approved.

#### **Stewardship Committee – Mrs. Helen Taylor and Mr. Lee Ayers**

Mr. Ayers thanked the 2009 Stewardship Committee - Mr. Gus Brabham, Mr. Emery Clark, chairs Mr. and Mrs. Rox Pollard (Robin and Rox) and Mrs. Helen Taylor. Mr. Ayers reported that the committee held three "Sundays in Satterlee", luncheons held on three Sundays during the summer to promote fellowship and to highlight different areas of the church - the youth program, the choir and the Haiti trip. He reported that the emphasis of the 2009 Stewardship campaign was Percentage Prioritized Giving.

#### **Committee on Properties– Mr. Brett Frantz**

Mr. Frantz reported that the newly formed Committee on Properties will meet soon. Members of the committee are Dean Linder, Junior Warden and Chair Mr. Brett Frantz , Senior Warden Mrs. Mary Belser, Mr. Gene Dinkins, Mr. John Guignard, Churchyard Committee Chair Mr. Jim Sims, Mr. Walter Taylor, Mr. Craig Waites, Jr., Mr. Walker Williams, the Facilities Manager and the Parish Administrator. Mr. Frantz reported that a certified arborist was hired to examine a decaying pecan tree in the Keenan Chapel courtyard. The arborist declared the tree to be dangerous and in need of being removed. The tree will be removed soon and plans for a redesigned courtyard will be communicated in the future.

### **Daughters of the Holy Cross – Mrs. Hiller Davenport**

Mrs. Davenport announced the following upcoming events for the Daughters:

- Monday, February 1<sup>st</sup> – DHC General Membership Meeting at 11:30am featuring a speaker about the Diocesan Bread and Water Campaign for Haiti
- Wednesday, February 11<sup>th</sup>- Still Hopes Valentine’s Day Party
- Friday, February 12<sup>th</sup>- Church Women United Bible Study at Wesley Memorial United Methodist Church
- Saturday, February 13<sup>th</sup>- 88<sup>th</sup> Annual Episcopal Church Women Convention

### **Finance Committee – Ms. Mary Weston**

Ms. Weston thanked Mrs. Emily Moses and Ms. Vickie Hanks for closing out the 2009 budget year. She reported that the year ended “in the black.” Materials are being gathered for the new auditors to conduct the audit of the 2009 books. Ms. Weston reported that invoices are being sent for outstanding 2009 pledges in the amount of \$90,000.

On another matter, SCE&G has conducted an energy audit and has reconciled each HVAC unit with the appropriate account to be certain of accurate billing. Mr. Jim Sims will add updated information on the five electric meters to the churchyard plat.

On a separate matter, Dean Linder has invited Ms. Weston to attend an upcoming staff meeting to remind staff to continue to be good stewards of the parish inventory and resources in this tight budget year.

### **Treasurer’s Report - Mr. Jim Smith**

Mr. James Smith reviewed the 12/31/2009 financial report. For questions about the financial report, please contact Ms. Vickie Hanks at [hanks@trinitysc.org](mailto:hanks@trinitysc.org). A motion was made and approved to accept the Financial Report as presented.

Mr. Smith reported that the Bicentennial Restoration Campaign is using a \$1.5 million line of credit and is requesting the Vestry to approve that the line be increased by \$1 million for a total of \$2.5 million. After questions and comments, a motion was made to add \$200,000 to the line of credit for a total of \$1.7 million. This addition will allow contractor bills to be paid in a timely manner. Mr. Smith will present a spreadsheet of work to be done along with a schedule of pledge payments to justify a further increase to the line of credit. The motion to add \$200,000 to the line of credit was approved.

### **Unfinished Business**

#### Strategic Plan Monitoring - Mr. Kirby Shealy

Mr. Shealy suggested that Vestry liaisons to parish committees craft their Vestry reports to show how that committee/ministry fits into the strategic plan. He promised that he will prod the Executive Committee to monitor other areas of the Strategic Plan to assure that it is being followed.

On another matter, Dean Linder reported that Mrs. Mary Belser is hosting a series of luncheons to talk about the Strategic Plan adopted by the Vestry in 2009. Dean Linder will present the 4 key initiatives of the Plan and pose questions to the groups to stimulate discussion. Dean Linder expressed his appreciation to Mrs. Belser for hosting these luncheons.

The meeting was adjourned.

## Schedule A

### Senior Warden's Report

January 28, 2010 Trinity Vestry Opening Remarks

Welcome to each of you, Happy New Year, and thank you for your service on the Vestry. We are delighted to have our new Vestry members here. Welcome!

As you may know, the vestry has three primary responsibilities. We

1) take care of the parish finances (and there is good – no great – news to report tonight) *Special thanks to Helen, Lee, Rox & Robin, Emery & Gus. They have done a superb job with their Priority Percentage Pledging theme.*

2) take care of the parish buildings and

3) we ask parishioners to serve in various leadership roles, among other things. As Vestry members we should understand and review periodically the ByLaws of Trinity Cathedral Parish, too. Basically, we are responsible for the proper operation of our parish. We wind up doing a myriad of other things, too, but they all can be boiled down to those 3 tasks.

In this new year, what are our New Year's Resolutions? How many have we already broken? I'll admit that I have already fallen off the wagon – literally and figuratively! Instead of Resolutions, let's ask the question "Do we want to be happier in 2010?"

We all want to live a life that is meaningful. How empty our lives would be if we focused solely on ourselves without sharing our time and talent! Recent published studies point to the fact that happiness is tied to volunteering and people with religious faith tend to be happier than those without. These studies show that one thing that makes a lasting difference to our contentment is to work with others on a cause larger than ourselves. Sometimes we can be reluctant to take on a project like Trinity but we do, because it is the right thing to do. We sigh and move forward. Something happens, though. We become passionate about the facilities, the children and youth, the homeless – whatever is our focus. Volunteering can become the most selfish thing we do because it makes US feel good to help others! We're hooked! We're happy! We're busier than we ever thought we wanted to be!

This new year 2010 promises to be one of great momentum for Trinity. It is a time for us as a Vestry to be visionary, accountable, and knowledgeable about our legal, moral, ethical, and fiduciary authorities and responsibilities in the church. To borrow from Kirby's PowerPoint last year, the keys to success for our Vestry are to:

Create change and still maintain trust

Be creative, yet remain disciplined

Remain true to values and still make tough decisions

Ensure accountability, compliance and transparency

This year we are scheduled to move back into the Cathedral, consecrate a new Bishop, and host the Diocesan Convention. All of these activities are of high importance in tandem with the regular activities of our already very busy parish. So, HOLD ON! We need each other with our time and talents to be passionate about what we do at Trinity. We need each other to pull the Trinity wagon!

Loaded in this wagon is the Strategic Plan that was adopted last year. You've heard the saying "If you fail to plan, you plan to fail". We will not fail at Trinity, but a Plan – strategic in focus – goes a long way towards streamlining our work, increasing our efficiency and stewardship of time available to do the work of our ministries, and conserving our financial resources available to help with those ministries. We certainly don't have any money to waste.

The real work of our Vestry is usually done in committees. A strong committee is crucial to each of our ministries. Strong committees bring people together and give them a role in our parish life. Please seek out qualified people who are reluctant to step forward. Get them engaged and before we know it, they are leaders pulling the wagon, too.

As we make our reports, please keep the Strategic Plan in front of you. Work with your liaison group to ensure that we are following our plan and implementing the initiatives.

Each committee report should be structured around the Strategic Plan. Focus on one aspect for your report. Mission/Outreach – What is your strategy? How many people are participating in individual outreach programs?

In Community, how do we engage our parish?

We will then need to figure out a good way to communicate how we have implemented the Plan.

Bob Crooks serves as our Communications liaison. Among other things, he will work with Lee Ruef, Kirsten Moorman and Doak Wolfe to decide on a variety of ways to inform our parish of the progress of the Plan and all of our activities. They will also need your suggestions!

Thank you again for your service.

Some housekeeping to attend to:

1. Please keep your notebooks and your Vestry Handbook nearby. You should actually READ your Vestry handbook, not just keep it handy. If you need a larger white notebook, please let me know. We want to keep the notebooks and the Vestry Handbooks to pass on to the next new Vestry members next year. After our meeting tonight, please look at the copies of inserts and replace old ones or pick up copies you missed. It is extremely helpful if you print out other policies that may come this year and keep them in your notebook for reference.  
Our new Vestry members have their notebooks and participated in an orientation before our meeting tonight.

Please add Arney Love to the Membership Committee; Kirby Shealy as Chancellor

2. We will make every effort to start our meetings at 7 pm sharp so that we can adjourn by 8:30. If we're late starting, then we lose time.  
Please notice the time limits on our agenda items!
3. In keeping with the Strategic Plan, we have appointed a Membership Committee. The Newcomers' Committee is a sub-committee of this group. Kaki has agreed to chair this group in addition to being the TLC liaison. Thank you, Kaki! The committee has met and they are on the move!
4. At the request of the Dean, we are reviewing the wedding policy and the flower policy. Cricket Newman has formed a committee and is leading this effort. She is getting information from other churches which we will review with Dean Linder towards the end of February.

5. The newly formed Properties Committee, chaired by our Jr. Warden, Brett Frantz, will meet in the next week or two. Brett will make a report tonight on the work of the Properties Committee.
6. We've asked Kirby Shealy to reactivate the Parish Council. This body of former Wardens can provide a wealth of insight and guidance for us. Their first luncheon is Feb. 10<sup>th</sup>. Dean Linder will talk about the Strategic Plan.
7. In a further effort to talk to parishioners in small groups about the Strategic Plan, the Dean and I hosted a luncheon yesterday (January 27<sup>th</sup>) of 16 parishioners to talk about the Strategic Plan and get comments from our guests. Please, I encourage each of you to let either the Dean, Betty Hudgens, or me know of interested parishioners that you would like to see invited to join us at one of our luncheons.
8. Please remember the Bread and Water Campaign to benefit Cange, or any of the other Episcopal Diocese opportunities that are listed on the EDUSC website.
9. The Board of St. Lawrence Place has done a remarkable job of raising the money to refurbish the living spaces. After I read the information given to the Trinity Foundation about the project I'd like to give Tom Runge, chairman of the Board of SLP, a chance to speak.
10. And finally, what would we do without Cantey Haile? He not only has sold wood of questionable integrity to unsuspecting souls and generated nearly \$10,000 to the Restoration effort, he is now featured above and below the fold in the Columbia Star! His star is rising! I just hope that cannon ball that he found has been de-powdered and de-fused!

MY TIME IS UP! THANK YOU!